

Jail Working Group
September 12, 2011
Minutes

The Jail Working Group met on September 12, 2011, at 1:30 p.m. in Room 309, City-County Building, 316 N. Park Avenue, Helena, Montana.

Call to Order

Attendees included Commissioner Derek Brown, Chief Administrative Officer Eric Bryson, Sheriff Leo Dutton, Undersheriff Dave Rau, Ast. Dir. of Public Works Kyle Thomas, Independent Record Reporter Piper Haugan and Recording Secretary Rita Cortright. Commissioner Mike Murray joined the meeting in progress. Commissioner Andy Hunthausen and Captain Dave Fradette were absent.

Notebooks were distributed to members of the Jail Working Group. Rita will prepare a notebook for Kyle Thomas.

Minutes

The minutes of the September 12, 2011, meeting were e-mailed prior to today's meeting. No formal minutes approval will take place; however additions or corrections were welcomed. Minutes will be emailed to the Working Group prior to the next meeting. Kyle Thomas and Piper Haugan will be added to the distribution list.

Press Information

The front-page story, "City, county leaders to plan new jail," published on Sept. 7th was discussed. Piper noted that she was not responsible for the story's title; this is done by the copy editor.

Process Review

Eric Bryson noted the September 1, 2011, letter sent to the First Judicial District Court, noting the Commission had not yet received a response. There was brief discussion on the membership of the CJCC. Commissioner Brown noted that any sub-groups and the Jail Working Group would report to the CJCC and ultimately to the County Commissioners.

Project Recognition

The NIC Report is contained in the notebook under "Appendix A," and will serve as the framework for this section of the notebook. The remaining notebook tabs were noted: Needs Assessment, Space Planning, Staffing & OPS Costs and Site Evaluation. Commissioner Brown opened a discussion on Space Planning by noting how the exercise in Aurora helped participants define a facility's design. He explained that Space Planning, Staffing & Ops and Site Evaluation were all dependent on each other and as the project progressed there would be overlap in the three areas. Commissioner Brown noted the need to coordinate with surrounding Counties, and cited his recent call from Broadwater County Commissioner Laura Obert.

There was discussion relating to the appropriate time to hire the Owner's Representative. Sheriff Dutton spoke about his recent tour of the new jail facility at Glasgow, Montana, built for an average daily population of 35 that was currently housing only 10 inmates. He explained that other counties were moving their detainees to Glasgow as a result. He proposed that if space allowed, we should plan for additional inmate space. Under the current situation, if we did not transfer detainees, the County's ADT would be 90. Undersheriff Rau estimated that planning for 200 beds, without having completed the Needs Assessment, seemed to be about the right number. He cautioned the need to continue working with the County Attorney's Office to move people through the process, however. In compiling the necessary historic data, Eric Bryson noted it would be hard to capture the officers' decisions not to arrest, and we needed to plan accordingly. He said the decision on when to hire the Owner's Representative would follow after the historical data was compiled and analyzed. Discussion followed on the necessary information to be contained in the data. Under jail population, the following were noted: gender, charge, number of male, female inmates, Court of Jurisdiction, arresting agency, class of security (incarceration level), length of stay, average daily population, average length of stay, weekend and transient populations and number of beds available. The sources of information were from GMS and the Montana Board of Crime Control and Scott Lindgren was tasked with the responsibility of gathering the data.

Site Evaluation

Commissioner Brown noted the decision to do direct supervision. He said there were no preconceived plans on whether to utilize the existing site, expand at the current site or relocate to a different site. He noted that what you build depends on your needs, and stressed again the need to balance between Space Planning, Staffing and OPS Costs and Site Evaluation. Once the "needs" were identified, a conceptual design could be developed based on how all three factors, site, rough evaluation of costs and building design. Kyle Thomas asked about a preference for location; in town versus out of town. Undersheriff Rau expressed a desire for a location that provided room for future expansion, suggesting the current facility could be utilized as a DUI intake facility. Eric Bryson noted that multiple locations expand the staffing costs. Kyle Thomas asked about the availability of consultants to help design a new facility and Eric Bryson confirmed there were many. Kyle Thomas suggested there were other law enforcement functions that potentially could utilize vacated space in the current facility. Sheriff Dutton expressed a desire for a location that provided sufficient land to construct a direct supervision facility that also accommodated Operations and Administration Offices, taking into consideration other Justice needs. Undersheriff Rau noted the availability of space in the community, and said now was the time to consider relocation, before further community growth took place. He noted that transport was a critical component. Sheriff Dutton again referred to the Valley County jail facility, noting they utilize video conferencing in an effort to reduce transport costs. He suggested the use of technology to solve some of our issues, as well. The current cost of operations at the L&C County Jail was estimated at \$2.1 million. Commissioner Brown said his desired result was a cost effective, efficient facility. The group then compiled the following list of "Needs" related to facility design: kitchen, meals, medical, dental, transport, education, worship area, programming, attorney space, visitation, training, admin., evidence storage, property storage, laundry, exercise/ rec. rooms/yard, day rooms, library and law library with

computers in secure areas, community space, admin. segregation, booking floor, DUI processing, holding cells, isolation rooms (negative pressure area) pods, future expansion, parking, video appearance, special population, staff space, natural lighting, admin. space (broken down for staff needs) for S.O., non-secure meeting room, exercise for officers, stormwater retention. Commissioner Brown said the list will be reviewed and the specific needs will be fleshed out.

Web Page Development

Sheriff Dutton requested the Commissioners contact Art Pembroke, IT&S Director, to solicit his department's assistance in developing the web page. Eric Bryson agreed to initiate the request.

Commissioner Murray joined the meeting and Eric Bryson departed for another meeting at 2:30 p.m.

Discussion returned to the topic of compiling the historic data, noting it should include average daily population, average arrests, compared to the county's population growth. Undersheriff Rau thought that Scott Lindgren could complete the task in 2-3 weeks. Commissioner Brown stressed that it was needed as quickly as possible; however, there was a lot of work that could be done in the meantime on the conceptual side. Kyle Thomas asked if it would be possible to obtain the general plan, specs and reports on the Gallatin County facility. This would be helpful in identifying needs that the group might have overlooked. Commissioner Brown agreed that we could learn from their experiences. He already has the specs on the Broomfield facility in a .pdf file and will print them for the Working Group. This would provide expertise on area designs and security issues. Undersheriff Rau stressed that touring other facilities was very important. Sheriff Dutton expressed a desire to tour a site in Washington state that was designed by Schlenker and McKittrick Architects. The group discussed the use of a local architect, or one in-state paired with a larger firm that does detention facilities.

Sheriff Dutton asked if the group would be interested in viewing the video, "The myth about Jails."

Commissioner Murray suggested inviting Chief Troy McGee to the meetings.

The next meeting is scheduled for September 26, 1:30 pm in Room 309.

The meeting adjourned at 2:45 pm.